

**Subject:** Re: Insurance Certificate Approved for San Pedro Property Owners Alliance  
**From:** Gianine Rizzi <grizzi@sanpedrobid.com>  
**Date:** 08/17/2017 10:40 AM  
**To:** Rauhman Lavergne <rauhman.lavergne@lacity.org>, Lorena Parker <lparker@sanpedrobid.com>

Thank you Rauhman. I will send to our broker in the mean time to keep things moving.

What about our deposit? How do we transfer it from the Aug. 13th event to the Aug. 30th event?

We really appreciate all your assistance.

Best Regards,  
Gianine

On Thu, Aug 17, 2017 at 10:00 AM, Rauhman Lavergne <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

My pleasure.

Okay, got it.

Here is an estimate of what the insurance requirement for your event might be. Just be completely aware that this is an estimate and it may change once we hear back from Risk Management.

Insurance:

Permittee shall furnish Permitter with evidence of Commercial General Liability including Liquor Liability insurance in an amount not less than \$1,000,000.

Let us know if you have any questions.

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Thu, Aug 17, 2017 at 9:41 AM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:  
Hi Rauhman,

Thanks for responding. No cars will be in the lot during the event.

Our staff will be working this event.

This includes:

Lorena Parker

Joe Pielago

Gianine Rizzi

Danisha Hall

Marco Duvall

That is it for staff. The rest of our event is contracted out vendors such as DJ's etc..., but they are not in the parking lot.

I think that would be a great idea to send me what you think they will require. Please send as soon as you can.

Let me know what else you need from me.

Thanks,  
Gianine

On Thu, Aug 17, 2017 at 9:18 AM, Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Good Morning Gianine,

To double check regarding your event on August 30, 2017. Will there be any employees working during this event? Will there be any cars driving on the lot during this event?

We still haven't heard from our Risk Management team but I looked up an old permit that did something similar so I may just send you those requirements as an idea of what our Risk Management may determine.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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On Wed, Aug 16, 2017 at 4:52 PM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:  
Hi Rahman,

Per our last email communication, you were still waiting for Risk Management to provide you with the required insurance criteria for our permit for the parking lot. I was wondering if we could complete anything else in the meantime to help with the process. Waivers, etc..?

Secondly, you mentioned we could transfer our deposit check from the last event to this next one. Is there a form or something that needs to be completed to make sure this is accounted for?

We are two weeks out so I am trying to expedite things as much as possible. Our overall insurance policy is on hold until we can include all the required coverages include the required from Risk Mgmt. We are really trying to wrap it up so we can upload to Track 4 LA, and finalize everything.

Please advise as soon as possible.  
Thanks in advance. Your assistance is greatly appreciated.

Best Regards,  
Gianine Rizzi  
San Pedro Property Owners' Alliance

On Mon, Aug 14, 2017 at 2:11 PM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Thank you Rauhman. I appreciate that.

On Aug 14, 2017 2:06 PM, "Rauhman Lavergne" <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Good Afternoon Gianine,

I am glad to hear that the event went well.

I just sent a follow up to our Risk Management Dept. to let them know that we are two weeks out from the event. I will let you know if they give me a time frame.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation

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On Mon, Aug 14, 2017 at 1:49 PM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Hi Rauhman,

Thankd again for all your assistance for our event Sun. Everything went great! Any updates from Risk managenent for our Aug. 30th event.

Getting worried we are 2 weeks out.  
Please advise.

Thanks,  
Gianine

On Aug 11, 2017 1:24 PM, "Rauhman Lavergne"  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Good Afternoon,

Attached is the fully executed permit for CICLIVIA this weekend. Please let me know if you have any questions.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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On Thu, Aug 10, 2017 at 2:55 PM, Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

My pleasure.

Yes, we did. Just waiting for our Asset Management team to get back the insurance determination and anything else we need to proceed with the next event.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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On Thu, Aug 10, 2017 at 2:45 PM, Gianine Rizzi

<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Thank you Rauhman. We really appreciate all your support.  
Look forward to working with you on our next event.

Did you see the approval from Council District 15?

Talk to you soon.

All the best,  
Gianine

On Thu, Aug 10, 2017 at 1:53 PM, Rauhman Lavergne

<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Hello Gianine,

It was my pleasure.

We just got the work order / log # for your event. It is Log # 175269 . This number is the number you can reference to parking enforcement should anyone be parked in the lot during the time of your event. I will be sending the main contract to the City Attorneys office soon. We may get it back after your event but that is okay. As long as you have this work order # you are good to go. We will get you the contract as soon as we have it back. Let us know if you have any questions.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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On Wed, Aug 9, 2017 at 2:45 PM, Gianine Rizzi

<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Thank you I really appreciate your follow up. Regarding the deposit that is great.

On Aug 9, 2017 2:29 PM, "Rauhman Lavergne"

<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Hello Gianine,

Just wanted to let you know we just got your letter with all of the items we needed for your event this Sunday. I am going to order the signs now and will get you the work order # whenever I receive it. Also, we will be able to use your same deposit for the next event to make things a little easier. Let me know if you have any questions.

Best Regards,

Rauhman Lavergne

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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On Wed, Aug 9, 2017 at 11:20 AM, Gianine Rizzi  
<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Hi Raughman,

We are in the process of getting the ABC approval. LAPD,  
and CD15 has already signed off.  
I can forward it with our application.

Please let me know what other requirements we will need  
to submit once you know more.

Thanks,  
Gianine

On Wed, Aug 9, 2017 at 11:08 AM, Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

Because of the Beer Garden, it will change up the  
insurance requirement a bit. I will have to re-send it to  
our Risk Management team to get a determination. Also,  
you will need to provide us with an ABC permit that DOT  
will need to sign off on because the lot is our property.  
Let us know if you have any questions.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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On Wed, Aug 9, 2017 at 10:41 AM, Gianine Rizzi  
<[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Raughman,

Thanks so much.  
Here is some details.

Event Name: LA FLEET WEEK WELCOME PARTY  
Event Date: Wed. Aug. 30th, 2017  
Event Hours - 5:00 PM - 10:00 PM  
Set-Up Time including Street Closure beginning  
at:10:00 AM  
End Time including Street Closure reopening: 1:00 PM

Location Parking Lot 735- located at 398 W. 5th St. San  
Pedro, CA 90731  
Between 5th and 6th St. on Mesa St.

Lot will be utilized for event seating (tables and chairs)  
Beer Garden

I have CC'd Sandra Ciaramitaro and Jacob Haik from  
the Council office on this email. They will be able to  
provide approval. They are co-sponsoring the event.

Please let me know what else I need to supply.  
I am working on insurance as we speak.

Thank you,  
Gianine Rizzi

On Wed, Aug 9, 2017 at 10:24 AM, Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:  
Gianine,

Will do. My pleasure.

We need to know exactly when you need the lot,  
including any set-up and break-down. We also need  
to know exactly what you will be using the lot for.  
Once we have that, we will have to check with the  
Council Office to see if they have any objections.

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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On Wed, Aug 9, 2017 at 10:16 AM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Hi Rauhman,

Please let me know when it is received. We did priority overnight so it would arrive by Noon yesterday.

Thanks for the head's up regarding the signs.

Secondly, we have a second event I need to obtain the lot for. I am working on insurance right now.

The event is for Wed. Aug. 30th, 2017.

What would you recommend to start the process and expedite it for this second permit.

Your input would be greatly appreciated.

All the best,  
Gianine

On Wed, Aug 9, 2017 at 10:02 AM, Rauhman Lavergne <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Good Morning Gianine,

I did check the tracking number this morning and noticed that your letter was delivered yesterday. Unfortunately, at this time, we still have not received it. Sometimes the mail room can take time to sort everything. Hopefully we should be receiving it soon.

The signs will be ordered as soon as we receive payment and all the other necessary documents we requested. Once ordered, DOT will put the signs up on the lot 24 hours ahead of the event.

Let us know if you have any other questions.

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation

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On Wed, Aug 9, 2017 at 9:55 AM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Hi Rauhman,

Just confirming you have everything you need from us for our permit for this Sun. 8/13 for lot 735. Please let me know when to anticipate the signs?

Do I install them, or does someone else.

Please advise.

Thank you,  
Gianine Rizzi

On Tue, Aug 8, 2017 at 10:51 AM, Rauhman Lavergne <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

No, that is fine. Just wanted to double check. I will let you know as soon as we receive it.

Thank you,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Tue, Aug 8, 2017 at 10:50 AM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

It is in the package with the payment and the contract. Do you need me to scan and email it to you?

On Tue, Aug 8, 2017 at 10:48 AM, Rauhman Lavergne <[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)> wrote:

Gianine,

Great, thank you.

What is the status regarding the Workers Comp waiver?

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
[213.972.4906](tel:213.972.4906)

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On Tue, Aug 8, 2017 at 10:21 AM, Gianine Rizzi <[grizzi@sanpedrobid.com](mailto:grizzi@sanpedrobid.com)> wrote:

Good Morning Rauhman,

We sent our payment overnight and our signed agreement.

Tracking Number: EL 543585674 US

To answer your question we are a 501-C3 non-profit. We are the only organizers of the event.

Let me know if you need any other clarification, and please confirm receipt of our payment and paperwork.

Thanks,  
Gianine

On Tue, Aug 8, 2017 at 9:13 AM,  
Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)>  
wrote:

Good Morning Lorena,

Our Risk Management Division would like to know if you are the sole proprietor of the organization that the event permit is going under?

Thank you,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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On Mon, Aug 7, 2017 at 9:02 AM,  
Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)>

wrote:

Good Morning,

We are coming up close on the date for your event on August 13, 2017. Just wanted to let you know that we will need the WC waiver, the fees, and the deposit by no later than Wednesday August 9th before 1 pm so that we can order your "No Parking" signs for the event. If these items are not in our possession by that time, we can't guarantee that the sign shop will have enough time to put the signs on the lot for your event. Please let us know if you have any questions.

Best Regards,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

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On Wed, Aug 2, 2017 at 4:07 PM,  
Rauhman Lavergne  
<[rauhman.lavergne@lacity.org](mailto:rauhman.lavergne@lacity.org)>

wrote:

Hi Gianine,

The insurance looks good.

We just need to have the signed

contract, the workers comp waiver, and the fees and we will be good to go. I have sent all of this to Lorena.

Let us know if you have any questions.

Best,

**Rauhman Lavergne**

Management Assistant  
Parking Facilities Division

Los Angeles Department of Transportation  
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[Message clipped]